

Chapter 10 - Table Maintenance

This chapter will describe the steps necessary to establish and maintain ADPICS tables.

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Individual table maintenance responsibility is listed in Appendix A.

When creating table maintenance records, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter

2	ADPICS Basics
9	General Transaction Features
Appendix A	ADPICS Tables

10.1 COMMODITY TABLE MAINTENANCE

10.1.1 Add a Commodity Record

NOTE: The Commodity Code Table is maintained centrally by DMB Office or Purchasing. To obtain a new commodity code, or request addition of alternate names, contact DMB Office of Purchasing.

Access the Commodity Table Maintenance screen (PCHL5100) by pressing <F5> from the Main Menu (PCHL0000), and <F1> from the Table Maintenance Menu (PCHL5000).

Enter the new Commodity ID (based on the National Institute of Government Purchasing, Inc., [NIGP] commodity/service code system) and Commodity Name (up to 48 characters). The commodity name, as entered in this field, will be displayed on the Commodity Inquiry screen (PCHL1100).

<TAB> to the Block Text area and enter a description of the commodity. The description entered in the block text area will be pulled into the document when the corresponding commodity code is selected or entered.

Enter any of the following data necessary for this commodity record (press <F2> to access the Table Lookup for any field in which you do not know the appropriate valid value).

Commodity Type	Enter a 'C' for a commodity or an 'S' for a service
Storage Type	Enter the storage code for a special type of storage needed
Last Unit Cost	Enter the unit cost of the commodity at the time the record is established. It will be automatically updated as the commodity is purchased, based on the purchase order unit cost..
Buyer	Enter a buyer code if you want to assign a specific buyer to all documents containing this commodity
Inspect Type	Type of inspection necessary before acceptance
Qty on Order	Enter the quantity of the commodity that is on order at the time that the record is established. It will be automatically updated as the commodity is ordered, based on the purchase order quantity.

Enter by unit of measure. If 36 items are on order and unit cost is EA (each), enter 36. If unit of measure is DZ (dozen), enter 3. If unit of measure is LT (lot) and there are 36 in a lot, enter 1.

Purchase U/M

Enter the standard unit of measure for ordering this commodity. This will default to the commodity detail when the commodity ordered.

Consumable Ind

Defaults to 'N.' Change to 'Y' for consumable (foods/beverages) commodities.

Lead Time

Enter the estimated number of days required to obtain this commodity. This field does not update automatically.

Last Ord Date

Enter the date this commodity was last ordered. It will be automatically updated as the commodity is ordered, based on the purchase order date.

Inven

Defaults to 'N.' Change to 'Y' if this item is carried in inventory.

Then press <F10> to save the commodity record.

- To add a vendor cross-reference, see Section 10.1.5 Add a Commodity/Vendor Cross-Reference.
- To add an alternate name for the commodity, see Section 10.1.7 Add Commodity Alternate Name.
- To add a warehouse cross-reference, see Section 10.1.9 Add a Warehouse Cross-Reference.

10.1.2 Delete a Commodity Record

Access the Commodity Table Maintenance screen (PCHL5100), by pressing <F5> from the Main Menu (PCHL0000), and <F1> from the Table Maintenance Menu (PCHL5000).

Enter the Commodity ID (NIGP Code) of the commodity you wish to mark for deletion, and press <ENTER> to retrieve the existing record.

Press <F3> to mark the record for deletion, and press <F3> again to verify the deletion.

NOTE: This marks the commodity for deletion, and it will no longer be available for future purchases. Documents already created that contain the marked for deletion commodity may still be changed or cancelled without receiving an error message.

10.1.3 Change Commodity Detail Data

Access the Commodity Table Maintenance screen (PCHL5100), by pressing <F5> from the Main Menu (PCHL0000), and <F1> from the Table Maintenance Menu (PCHL5000).

Enter the Commodity ID of the commodity that you want to change, and press <ENTER> to retrieve the existing record. Then change existing data or add new data (see Section 10.1.1 Add a Commodity Record, for data field definitions).

Press <F10> to save the changes, then press <F10> again to verify the changes.

10.1.4 Suspend a Commodity

Access the Commodity Table Maintenance screen (PCHL5100), by pressing <F5> from the Main Menu (PCHL0000), and <F1> from the Table Maintenance Menu (PCHL5000).

Enter the Commodity ID of the commodity that you want to suspend, and press <ENTER> to retrieve the existing record.

Enter a 'Y' in the Suspend field.

Press <F10> to save the suspension, then press <F10> again to verify the suspension.

NOTE: When a commodity is suspended it remains in the commodity table, but users cannot place it on purchasing documents.

10.1.5 Add a Commodity/Vendor Cross-Reference

Note: This section is obsolete. Maintenance is completed by the DMB Office of Financial Management on the Contract and Payment Express Web site.~~To add a commodity/vendor cross reference during the creation of the commodity record, press <F6> View Vendr from the Commodity Table Maintenance screen (PCHL5100), to access the Vendor by Commodity Table Maintenance screen (PCHL5420).~~

~~To access the Vendor by Commodity Table Maintenance screen (PCHL5420) from the Main Menu (PCHL0000), press <F12> to access the Vendor Maintenance/ Inquiry Menu (PCHL5001) and press <F12>. The Vendor by Commodity Table Maintenance screen (PCHL5420) may also be accessed by pressing <F5> from the Main Menu (PCHL0000), <F10> from the Table Maintenance Menu (PCHL5000), and <F2> from the Cross Reference Menu (PCHL5400).~~

~~NOTE: When processing an Invitation to Bid, vendors that are cross-referenced to a commodity on the bid will be retrieved for the vendor list.~~

~~The Commodity ID and commodity name are retrieved from the Commodity Table (PCHL5100). Enter the Commodity ID, and press <ENTER> to retrieve the existing data when accessing the screen from the menus.~~

~~<TAB> to first blank line in the Vendor ID field (use <F8> Next Pg if necessary).~~

~~Enter the Vendor ID for the first vendor to be cross-referenced with the commodity entered.~~

~~Enter the appropriate Mail Code for the vendor entered.~~

~~Repeat for each vendor/mail code combination to be cross-referenced with the commodity. Only one page can be entered at a time.~~

~~Press <F10> to save the information, then if necessary, press <F10> again to verify the changes.~~

~~The system will retrieve the vendor's City and State, based on the mail code entered.~~

~~To enter additional vendors, press <F8> to access the next page and enter as directed above.~~

10.1.6 Delete a Commodity/Vendor Cross-Reference

Note: This section is obsolete. Maintenance is completed by the DMB Office of Financial Management on the Contract and Payment Express Web site.~~To delete a commodity/vendor cross reference while viewing the Commodity Table Maintenance screen (PCHL5100), press~~

~~<F6> View to access the Vendor by Commodity Table Maintenance screen (PCHL5420). The Commodity ID and name will be retrieved from the Commodity Table (PCHL5100).~~

~~When not viewing the Commodity Table Maintenance screen (PCHL5100), access the Vendor by Commodity Table Maintenance screen (PCHL5420) by pressing <F12> from the Main Menu (PCHL0000). Press <F12> from the Vendor Maintenance/ Inquiry Menu (PCHL5001). Enter the Commodity ID, and press <ENTER> to retrieve the existing data.~~

~~NOTE: The Vendor by Commodity Table Maintenance screen (PCHL5420) may also be accessed by pressing <F5> from the Main Menu (PCHL0000), <F10> from the Table Maintenance Menu (PCHL5000), and <F2> from the Cross Reference Menu (PCHL5400).~~

~~Locate the Vendor ID and associated Mail Code of the vendor to be deleted. If the vendor is not on this page, press <F8> to view the next page.~~

~~Select the vendor/mail code combination to be deleted, by entering an 'S' in the Select column.~~

~~Press <F3> to delete the vendor cross-reference. Press <F3> again to verify the deletion.~~

~~Repeat for each vendor that will be deleted. If several vendors on one page are to be deleted, you can select and delete all of them at one time. You can only delete from one page at a time.~~

10.1.7 Add a Commodity Alternate Name

Commodity alternate names assist users in the search for commodities that are known by more than one name. The alternate name(s) will be listed on the Commodity Table Inquiry screen (PCHL1100) with the same Commodity ID as the original commodity. When an alternate commodity name is selected from the commodity list, the original commodity name is placed on the document.

To add a commodity alternate name during the creation of the commodity record, press <F7> Alt Names from the Commodity Table Maintenance screen (PCHL5100), to access the Commodity Alternate Name Maintenance screen (PCHL5105). The Commodity ID and commodity name are retrieved from the Commodity Table (PCHL5100).

When adding a commodity alternate name and not creating a commodity record, link to the Alternate Name Maintenance screen (PCHL5105). Enter the Commodity ID and press <ENTER> to retrieve the exiting data.

<TAB> to first blank line in the Alternate Names field (use <F8> Next Pg if necessary).

Enter the alternate name to be cross-referenced to the Commodity ID entered. Alternate names can be numbers, such as previous system or catalog numbers used before MAIN.

Repeat for each alternate name to be cross-referenced with the commodity. Only one page can be entered at a time.

Press <F10> to save the information, then if necessary, press <F10> again to verify the changes. To enter additional alternate names, press <F8> to access the next page and enter as directed above.

Alternate names can be numbers, such as previous system or catalog numbers used before MAIN.

10.1.8 Delete a Commodity Alternate Name

To delete a commodity alternate name when viewing the Commodity Table Maintenance screen (PCHL5100), press <F7> Alt Names from the Commodity Table Maintenance screen (PCHL5100), to access the Commodity Alternate Name Maintenance screen (PCHL5105). The Commodity ID and commodity name are retrieved from the Commodity Table (PCHL5100).

When deleting a commodity alternate name and not viewing a commodity record, link to the Alternate Name Maintenance screen (PCHL5105). Enter the Commodity ID and press <ENTER> to retrieve the exiting data.

Locate the Alternate Name to be deleted. If the alternate name is not on this page, press <F8> to view the next page.

Select the Alternate Name to be deleted, by entering an 'S' in the Select column.

Press <F3> to delete the alternate name cross-reference. Press <F3> again to verify the deletion.

Repeat for each alternate name that will be deleted. If several alternate names on one page are to be deleted, you can select and delete all of them at one time. You can only delete from one page at a time.

10.1.9 Add Commodity/Warehouse Cross-Reference

This section will be added when functionality becomes available.

10.1.10 Delete Commodity/Warehouse Cross-Reference

This section will be added when functionality becomes available.

10.2 VENDOR TABLE MAINTENANCE

Note: This section is obsolete. Maintenance is completed by the DMB Office of Financial Management on the Contract and Payment Express Web site.

10.3 VENDOR CLASSIFICATION AND STATUS CODE TABLE MAINTENANCE

Classification codes are used to define vendor attributes (i.e., type of business or counties doing business in). Status codes further define classifications (i.e., manufacturer, distributor or Ingham, Wayne). A classification code must be defined prior to entering an associated status code. This table is maintained centrally by DMB.

10.3.1 Establish a Vendor Classification

Access the Vendor Classification Code Table Maintenance screen (PCHL5810) by pressing <F12> from the Main Menu (PCHL0000) and <F5> from the Vendor Maintenance/Inquiry Menu (PCHL5001).

Enter the new three digit Status Class code (DMB OFM defined) and description (up to 40 characters). Enter the appropriate Edit Indicator, which must exist in Miscellaneous Table 87 (PCHL5750).

Then, if vendors to be associated with the new classification can only be used by a specific department(s), enter the Department IDs (up to 8) in the Dept Auth fields.

Press <F10> to save the new classification code.

10.3.2 Delete a Vendor Classification

Access the Vendor Classification Code Table Maintenance screen (PCHL5810) by pressing <F12> from the Main Menu (PCHL0000) and <F5> from the Vendor Maintenance/Inquiry Menu (PCHL5001).

Enter the Classification code that you wish to delete, in the Status Class field, and press <ENTER> to retrieve the existing record.

Press <F3> to delete the Classification Code. Press <F3> again to confirm the deletion.

NOTE: Deleting a classification will prohibit future use of the classification for vendors. It will not be deleted from existing vendor records (PCHL5210). When creating invitations to bid, deleted classifications cannot be entered when using the Include/Exclude feature.

10.3.3 Establish a Vendor Status

A status can only be entered if there is an existing classification (see Section 10.3.1 to establish a classification).

Access the Vendor Status Code Table Maintenance screen (PCHL5800) by pressing <F12> from the Main Menu (PCHL0000) and <F6> from the Vendor Maintenance/Inquiry Menu (PCHL5001).

Enter the Vendor Classification (must exist on PCHL5800) for which the new Status code will be applied. Enter the new Status code (State defined) and description (up to 40 characters).

Enter the correct value in the “Prohibit” data fields

- Y Will prohibit future orders/payments/bids to vendor assigned the status
- N Will not prohibit future orders/payments/bids to vendor assigned the status

Then enter an ‘N’ in the Default field because this feature is not used in Michigan, and press <F10> to save the new Status code.

10.3.4 Delete a Vendor Status

Access the Vendor Status Code Table Maintenance screen (PCHL5800) by pressing <F12> from the Main Menu (PCHL0000) and <F6> from the Vendor Maintenance/Inquiry Menu (PCHL5001).

Enter the Classification and Vendor Status that you want to delete, and press <ENTER> to retrieve the existing record.

Press <F3> to delete the record. Press <F3> again to verify the deletion.

NOTE: Deleting a status will prohibit future use of the status for vendors. It will not be deleted from existing vendor records (PCHL5210). When creating invitations to bid, deleted statuses cannot be entered when using the Include/Exclude feature.

~~10.3.5 Associate Class/Status to a Vendor~~

~~Classification codes are used to define vendor attributes (i.e., type of business or counties doing business in). Status codes further define classifications (i.e., manufacturer, distributor or Ingham, Wayne). When class/status combinations are cross referenced to vendors, vendor bid lists on invitations to bid can be customized using the Include/Exclude feature. This feature allows the inclusion or exclusion of all vendors cross referenced with the class/status combination. For example, all sole proprietors in Clinton County that supply the commodity could be included on the vendor bid list by entering the appropriate class/status combinations (see Section 3.3.4 Customize the Vendor List for Include/Exclude directions).~~

10.4 OTHER ADDRESS TABLE MAINTENANCE

The Other Address Table (PCHL5250) contains the State's business/delivery addresses, and is centrally maintained by DMB Office of Purchasing. These addresses are used for shipping and billing on requisitions and purchase orders. For example, Michigan Department of Corrections Central Office may release a purchase order, but shipment of goods may go to ten different facilities. Other Addresses can also be used for the State contact person's address.

10.4.1 Add an Other Address Record

Access the Other Address Table Maintenance screen (PCHL5250), by pressing <F5> from the Main Menu (PCHL0000) and <F2> from the Table Maintenance Menu (PCHL5000).

Enter the new five character Other Address Code (State defined). The first three characters are normally the FACS Agency. Enter the address, contact person's name, and contact person's area code and telephone number.

Press <F10> to save the new address record.

10.4.2 Change Other Address Record

Access the Other Address Table Maintenance screen (PCHL5250), by pressing <F5> from the Main Menu (PCHL0000) and <F2> from the Table Maintenance Menu (PCHL5000).

Enter the Other Address Code that you want to change. Press <ENTER> to retrieve the existing data address.

Make the necessary changes by overtyping existing data and clearing the end of the line. Press <F10> to save the changed address. Press <F10> again to verify the changes.

10.4.3 Delete an Other Address Record

Access the Other Address Table Maintenance screen (PCHL5250), by pressing <F5> from the Main Menu (PCHL0000) and <F2> from the Table Maintenance Menu (PCHL5000).

Enter the Other Address Code that you want to delete. Press <ENTER> to retrieve the existing data address.

Press <F3> to delete the address. Press <F3> again to verify the deletion.

10.5 MISCELLANEOUS TABLE MAINTENANCE

The Miscellaneous Table contain all of the tables that are not defined using individual table maintenance screens. This table is centrally maintained by DMB.

The Miscellaneous Tables; such as Miscellaneous Table 65 (Disbursement Types), Miscellaneous Table 66 (Payment Codes) or Miscellaneous Table V2 (Vendor Type Codes) are “Files.” The individual codes within the table; such as R (Regular Payment), D2 (EFT Across Documents), or 3 (State Agency) are “Records.”

10.5.1 Define a File

NOTE: This data will be defined by DMB Office of Purchasing prior to system entry.

Access the Miscellaneous Table Maintenance screen (PCHL5750), by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

You may also access the Miscellaneous Table Maintenance screen (PCHL5750) by selecting <F1> from the Main Menu, <F6> from the Accounts Payable Menu (PCHL1000) and <F5> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Enter the following:

File Identification	00 (when defining a file, this is always 00)
User Key	File Identification Number, as defined (i.e., 57, AG)
Data	File Name, as defined (i.e., Discount Terms, Agency Code)

Then press <F10> to save the file record.

10.5.2 Establish a New Record Within a File

NOTE: Files must be defined before records can be added, and the input data will be defined by DMB Office of Purchasing prior to system entry.

Access the Miscellaneous Table Maintenance screen (PCHL5750), by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

You may also access the Miscellaneous Table Maintenance screen (PCHL5750) by selecting <F1> from the Main Menu, <F6> from the Accounts Payable Menu (PCHL1000) and <F5> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Enter the following:

File Identification	File Identification Number (e.g., 57, AG)
User Key	Record Key (code), as defined (e.g., NET, 431)
Data	Record Data (description), as defined (e.g., Net 30 days, Department of Corrections - A Agency Wide)

Press <F10> to save the file record. Press <F10> again to verify the record (if necessary).

Special data entry information for this screen This program allows users to define files and records in the Miscellaneous Tables. To define a file enter '00' in the file identification field. This field is 2-characters. Enter the file ID in the user key field. This field is up to 20 characters. Enter the file name in the data field. This field is up to two, 75-character lines, and is below and to the left of the field name. To define a record: Enter the file ID in file identification field. Enter the record key in user key field. Enter the record data in the data field.

Examples are provided below.

Example #1:

To define a file in the Miscellaneous Table, enter in the following fields:

File Identification:	00
User Key:	64 (File Identification Number)
Data:	

Document Types (File Name)

Example #2:

To define a record in a file, enter in the following fields:

File Identification: 64 (File Identification Number)
User Key: EP (Record Key)
Data:

Emergency Purchase Order (Record Data)

Data retrieval information

The Table Lookup screen (PCHL5999): The record ID field of this screen will display the value entered in the user key field, and the title field of this screen will display the first 50 characters entered on data line #1.

When the user enters a code and the system retrieves associated data: Data entered in the user key field is the code that must be entered. The data entered in data line #1 is retrieved. Depending on the field and/or screen, the system will retrieve a specific number of characters. Some Miscellaneous Tables do not have the associated data retrieved (i.e., Document, Payment Distribution Type).

Information specific to individual files

The Error Message file: Enter the four-character error message number in the user key field. Enter the error message on the data lines. The user key and first 73 characters of data line #1 will display on a screen's error message line.

Miscellaneous Table 63 Document: Enter the type of document on data line #1 (i.e., Requisition, Purchase Order). On data line #2 enter the appropriate code for the method of document numbering. In the first position, enter 'D' for department numbering, or 'E' for entity numbering. In the second position, enter 'Y' for fiscal year numbering, or '*' for all fiscal years numbering. For example, entering 'DY' indicates that document numbering will be by department, by fiscal year.

Miscellaneous Table 57 Discount Terms: Enter the name of the code for the discount term in the user key field. Enter the code on data line #1. Enter the code description on data line #2. The discount term code must be entered with a specific pattern in order for the system to calculate the appropriate discount amount. This pattern is: Numeric percentage, the percent sign, the number of days.

Miscellaneous Table 84 State Codes: The State Code table includes states and countries. Enter the two-character state/country abbreviation in the user key field. Enter the name of the state/country on data line #1. Enter the three-character country code on data line #2. States in the US must include USA on data line #2. Canadian provinces must include CAN on line #2. This allows for the correct formation of zip codes. Line #2 can be left blank for other countries.

Miscellaneous Tables for Bulletin Board: The bulletin board system has established four files. These files are: BX = Bid Extract Criteria, CC = Commodity Categories, CX = Commodity Categories/Commodity Code Cross-reference, and LD = Last Download Date. Information specific to each file is as follows:

BX—Enter the department ID, a slash (/), then the two-character document type in the user key field (i.e., 07114000/IT). Wildcards (**) can be used (i.e., 071*****/**). Enter the name of the department and the name of the document type on data line #1.

CC—Enter the commodity category code in the user key field. Enter the name of the category on data line #1. Enter the category abbreviation on data line #2.

CX—Enter the commodity ID in the user key field. Enter the commodity category code in data line #1. Enter the name of the commodity in data line #2.

LD—This only needs to be entered one time. Enter 'BBS' in the user key field. On data line #1, the first four characters are the year, the next two characters are the month, and the last two characters are the day. After initial entry, the batch download program will update the date.

Miscellaneous Table IA Interagency Voucher Interface Types: This table includes the valid interface types and the data field values required for interagency voucher transactions. Enter the Interagency Voucher Interface Type (must exist in Interface Type Table PCHL5650), a slash, the State's Bank ID ('000'), a slash, and the State's Vendor ID (2386000134) in the user key field. Do not enter spaces between values and slashes. Enter INTERFACE TYPE/BANK ID/VENDOR ID on data line #1. There is no entry on data line #2.

10.5.3 Change an Existing Record

Access the Miscellaneous Table Maintenance screen (PCHL5750), by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

You may also access the Miscellaneous Table Maintenance screen (PCHL5750) by selecting <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000) and <F5> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Enter the File Identification and User Key , and press <ENTER> to retrieve the existing record.

Change the appropriate data by overtyping, and clear the end of the field.

Press <F10> to save the changes. Press <F10> again to verify the changes (if necessary).

10.5.4 Delete an Existing Record

Access the Miscellaneous Table Maintenance screen (PCHL5750), by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

You may also access the Miscellaneous Table Maintenance screen (PCHL5750) by selecting <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000) and <F5> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Enter the File Identification and User Key of the record you want to delete. Press <ENTER> to retrieve the existing record.

Press <F3> to delete the record. Press <F3> again to verify the deletion.

NOTE: If you must delete a file (File Identification field is '00'), you must first delete all of the records within the file (i.e., all AG records).

10.6 SPECIFICATIONS AND TERMS TABLE MAINTENANCE

Specifications are used to describe commodities and services. Terms are used to describe agreement conditions used in documents, such as requisitions or purchase orders. This table is centrally maintained by DMB Office of Purchasing. Requests may be mailed to DMB Office of Purchasing, for additions to this table.

10.6.1 Add New Specifications/Terms

Access the Specifications/Terms Table Maintenance screen (PCHL5500) by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

Enter the following:

Spec/Term ID	Up to a five character State defined ID
Short Title	Up to a 25 character State defined title
Spec/Terms Ind	An 'S' for spec or 'T' for term
Text	The desired text for spec/term ID entered. This text may have multiple pages/blocks. A block has 10 lines of 70 characters. See other topics in this section for data entry using text block functions, and/or see Section 9.6 Specifications and Terms Block Function.

NOTE: When entering text, and you come to the end of the line, press <TAB> to go to the next line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word. **Do not press the Return key** to go to the next line of the text block section. Pressing the Return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

Press <F10> to save the new specification or term.

10.6.2 Change Specifications/Terms

Access the Specifications/Terms Table Maintenance screen (PCHL5500) by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

Enter the Specification or Term ID in the Spec/Term ID field. Enter an 'S'(specification) or 'T' (term) in the Spec/Term Ind. field, and press <ENTER> to retrieve the existing record.

Change the necessary data (see other topics in this section).

NOTE: When entering text, and you come to the end of the line, press <TAB> to go to the next line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word. **Do not press the Return key** to go to the next line of the text block section. Pressing the Return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

Press <F10> to save the changes. Press <F10> again, to confirm the changes.

10.6.3 Delete Specifications/Terms

Access the Specifications/Terms Table Maintenance screen (PCHL5500) by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

Enter the Spec/Term ID and Spec/Term Indicator for the specification or term that you want to delete. Press <ENTER> to retrieve the existing record.

Press <F3> to delete the record. Press <F3> again to confirm the deletion.

10.6.4 Duplicate a Specification/Term Block

A block of text contains 10 lines of 70 characters each. When creating specifications and/or terms, there are many times when a block of text is the same, or nearly the same as another block of text. Instead of typing the entire block, you can duplicate the existing block, placing it where you want it. If necessary, the duplicated block of text can be modified.

Access the Specifications/Terms Table Maintenance screen (PCHL5500) by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

Enter the Spec/Term ID and Spec/Term Indicator. Press <ENTER> to retrieve existing data. Or press <F5> Next until you locate the appropriate record.

Press <F8> Next Blk and/or <F7> Prior Blk until you locate the block that you want to duplicate.

Then enter 'DUP' in the Block Function field, and press <F11>.

The message line will read "BLOCK DUPLICATED." The system will increment the block number from the existing block to the next block, and copy the detail lines from the existing block to the new block, showing the new block.

You can now modify the block or leave it as it is (see other topics in this section).

NOTE: When entering text, and you come to the end of the line, press <TAB> to go to the next line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word. **Do not press the Return key** to go to the next line of the text block section. Pressing the Return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

10.6.5 Insert a Block (Page) Into an Existing Specification/Term

Access the Specifications/Terms Table Maintenance screen (PCHL5500) by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

Enter the Spec/Term ID and Spec/Term Indicator. Press <ENTER> to retrieve existing data. Or press <F5> Next until you locate the appropriate record.

Locate the block prior to the location where you want to insert the new block (use <F8> Next Block and/or <F7> Prior Block).

Enter 'INST' in the Block Function field and press <F11>.

The message line will read, "BLOCK INSERTED." The system increments the block number by 001, and inserts a blank page after the page that you were previously viewing.

You are now ready to enter text in the inserted block (see other topics in this section).

Press <F10> to save the entered text, then press <F10> again to confirm the modification.

NOTE: When entering text, and you come to the end of the line, press <TAB> to go to the next line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word. **Do not press the Return key** to go to the next line of the text block section. Pressing the Return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

10.6.6 Delete a Block of Text From a Specification/Term

Access the Specifications/Terms Table Maintenance screen (PCHL5500) by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

Enter the Spec/Term ID and Spec/Term Indicator. Press <ENTER> to retrieve existing data. Or press <F5> Next until you locate the appropriate record.

Locate the block of text that you want to delete (use <F8> Next Block and/or <F7> Prior Block).

Enter 'DLET' in the Block Function field, and press <F11> to delete the entire block of text.

The message line reads, "SPEC/TERM BLOCK DELETED." The system deletes the block, displays the previous block, and changes the block numbering to match the new number of blocks

10.6.7 Copy an Existing Specification/Term to a New Specification/Term

Access the Specifications/Terms Table Maintenance screen (PCHL5500) by pressing <F5> from the Main Menu (PCHL0000) and <F12> from the Table Maintenance Menu (PCHL5000).

Enter the following:

Spec/Term ID	ID for new Spec/Term
Short Title	Title for new Spec/Term (up to 25 characters)
Spec/Term Ind	'S' for specification or 'T' for term
Block Function	ID of the Spec/Term you want to copy (must exist in Specifications/ Terms Table (PCHL5500))

Then press <F11> to copy the existing spec/term into a new spec/term.

The message line reads, "SPEC/TERM TEXT COPIED." The system copies all blocks from the existing spec/term to the new spec/term.

You can now modify the text if desired (see other topics in this section), and press <F10> to save the modifications. Then press <F10> again to verify the modifications.

10.6.8 Associate a Term With a Document

When terms are associated with a document/document type combination, they will automatically print on all procurement documents containing the document/document type. The Term ID will be listed on the Specifications/Terms Selection screen (PCHL2126) when accessed from the document's Header screen. This table is maintained by DMB Office of Purchasing.

Access the Standard Terms by Document screen (PCHL5480) by pressing <F5> from the Main Menu (PCHL0000), <F10> from the Table Maintenance Menu (PCHL5000), and <F4> from the Cross-Reference Menu (PCHL5400).

Enter the following:

Document	Document code to be associated with the Term ID (must exist in Miscellaneous Table 63, PCHL5750)
Document Type	Document type code to be associated with the Term ID (must exist in Miscellaneous Table 64, PCHL5750)
Term ID	ID of term to be associated with entered document/document type combination. You may enter up to 10 Term IDs. Must exist in Specifications/Terms Table (PCHL5500).

Then press <F10> to save the association(s).

10.6.9 Delete a Document/Term Association

Access the Standard Terms by Document screen (PCHL5480) by pressing <F5> from the Main Menu (PCHL0000), <F10> from the Table Maintenance Menu (PCHL5000), and <F4> from the Cross-Reference Menu (PCHL5400).

Enter the Document and Document Type combination that needs a Term ID association deleted. Press <ENTER> to retrieve the existing data.

Select the Term ID that you want to delete by typing an 'S' in the Select column. You may select more than one Term ID, and delete all of the selections at one time.

Press <F3> to delete the association(s). Press <F3> again to confirm the deletion.

10.6.10 Associate a Specification With a Commodity

When specifications are associated with a commodity, they will automatically print on all procurement documents containing the commodity. The Spec ID will be listed at the bottom of the document's Detail Entry screen. This table is maintained by DMB Office of Purchasing.

Access the Standard Terms by Document screen (PCHL5480) by pressing <F5> from the Main Menu (PCHL0000), <F10> from the Table Maintenance Menu (PCHL5000), and <F3> from the Cross-Reference Menu (PCHL5400).

Enter the Commodity ID you wish to associate with a specification. Press <ENTER> to retrieve any existing record.

Enter the appropriate Specification ID. Press <F10> to save the association(s). You may add up to ten specifications.

When the commodity is placed on a purchasing document, any associated specifications will automatically be included on the printed document. The Spec ID will also be listed in the Spec ID field of the document's detail entry screen.

10.6.11 Delete a Commodity/Specification Association

Access the Standard Terms by Document screen (PCHL5480) by pressing <F5> from the Main Menu (PCHL0000), <F10> from the Table Maintenance Menu (PCHL5000), and <F3> from the Cross-Reference Menu (PCHL5400).

Enter the Commodity ID for the commodity/specification association that you want to delete. Press <ENTER> to retrieve the existing record.

Select the Specification ID to be deleted by typing an 'S' in the Select column (you may select more than one).

Press <F3> to delete the association. Press <F3> again to verify the deletion.

10.7 Help Table Maintenance

The Help Table is maintained centrally by DMB MAIN.

10.7.1 Add/Change Help Text

Access the Help Maintenance screen (PCHL5850) by pressing <F5> from the Main Menu (PCHL0000) and <F6> from the Table Maintenance Menu (PCHL5000).

Enter the Program ID (screen number) of the Help text you want to modify, then enter the appropriate Index, based on the following:

00	Screen Description
01	Function Key Definitions
02	Data Field Definitions

Press <ENTER> to retrieve the existing text. Enter and/or edit the existing text as necessary. Use <F8> Next Pg, and/or <F7> Prior Pg, as necessary. See other topics in this section for editing instructions.

Press <F10> to save the changes.

10.7.2 Delete Help Text

Delete One Line of Text

Access the Help Maintenance screen (PCHL5850) by pressing <F5> from the Main Menu (PCHL0000) and <F6> from the Table Maintenance Menu (PCHL5000).

Enter the Program ID and Index (see Section 10.7.1 Add/Change Help Text). Press <ENTER> to retrieve the existing text.

Place the cursor at the beginning of the text line that you want to delete. Press <F3> Del Line. Press <F3> again, to confirm the line deletion. Use <F8> Next Pg and/or <F7> Prior Pg, if necessary to locate the line that you want to delete.

Delete One Page of Text

Access the Help Maintenance screen (PCHL5850) by pressing <F5> from the Main Menu (PCHL0000) and <F6> from the Table Maintenance Menu (PCHL5000).

Enter the Program ID and Index (see Section 10.7.1 Add/Change Help Text). Press <ENTER> to retrieve the existing text.

Locate the page that you want to delete. Press <F12> Del Page. Press <F12> again to confirm the page deletion. Use <F8> Next Pg and/or <F7> Prior Pg to locate the page, if necessary.

10.7.3 Insert Help Text

Insert One Line of Text

Access the Help Maintenance screen (PCHL5850) by pressing <F5> from the Main Menu (PCHL0000) and <F6> from the Table Maintenance Menu (PCHL5000).

Enter the Program ID and Index (see Section 10.7.1 Add/Change Help Text). Press <ENTER> to retrieve the existing text.

Place the cursor where you want to insert a new line (the new line will be inserted above the line where the cursor is positioned), and press <F2> Ins Line.

Insert One Page of Text

Access the Help Maintenance screen (PCHL5850) by pressing <F5> from the Main Menu (PCHL0000) and <F6> from the Table Maintenance Menu (PCHL5000).

Enter the Program ID and Index (see Section 10.7.1 Add/Change Help Text). Press <ENTER> to retrieve the existing text.

Place the cursor at the point where you want the new page to start, and press <F11> Insert Page. The system will insert a new page, and increment the page number by one.

You may enter text on the new page; and save the data by pressing <F10> Save.

10.8 BUYER CODE TABLE MAINTENANCE

10.8.1 Add a New Buyer

NOTE: A new buyer should only be added with the understanding that the new buyer is filling a new position. Buyer codes should never be deleted, because of possible Buyer Code/Commodity ID associations. They should only be revised.

Access the Buyer Code Table Maintenance screen (PCHL5700) by pressing <F5> from the Main Menu (PCHL0000) and <F7> from the Table Maintenance Menu (PCHL5000).

Enter the following:

Dept	New buyer's MAIN FACS Department
Buyer ID	Up to a four character buyer ID, as defined
Name	The buyer's name
Attn 1	Up to 40 character first attention line
Phone	Buyer's Area Code and seven digit telephone number is required, and four digit telephone extension is optional
Attn 2	Up to 40 character second attention line
Fax	Buyer's Fax Area Code, seven digit Fax number, and four digit extension, if there is one
Attn 3	Up to 40 character third attention line
Street	Up to 40 character buyer's street address is required (If the buyer uses a P.O. Box, enter on this line)
City	Up to 25 character city name
St	Two-digit state code. This must exist in Miscellaneous Table 84 (PCHL5750).
Zip	Five digit postal zip code is required, and a 4 digit postal route code is optional

Country	USA, or the appropriate three-digit country code, if address is not in the USA. This must exist in the Country Code Table (PCHL5875).
Region	The region code, which must exist in Miscellaneous Table 85 (PCHL5750). Use <F2> Select for Table Lookup.
County	The county code, which must exist in Miscellaneous Table 86 (PCHL5750). Use <F2> Select for Table Lookup.
Title	Up to a 40 character buyer's title

Press <F10> to save the new buyer record.

10.8.2 Change a Buyer Code

Buyer codes can be assigned to specific commodities using the Commodity Table Maintenance screen (PCHL5100). Buyer codes can also be assigned to documents when they are created. When a buyer code is assigned, the documents will be shown on the Buyer Workload screen (PCHL2470). Because of the possible relationship between buyer codes and commodity codes/documents, a buyer code should be re-assigned to a new/different buyer.

Access the Buyer Code Table Maintenance screen (PCHL5700) by pressing <F5> from the Main Menu (PCHL0000) and <F7> from the Table Maintenance Menu (PCHL5000).

Enter the buyer's Department and Buyer ID that you want to change. Press <ENTER> to retrieve the existing data.

Enter the new buyer's name, address, phone, and title, as necessary. Be sure to clear the end of the data fields if necessary. (see Section 10.8.1 Add a New Buyer, for data field definitions).

Press <F10> to save changed buyer record. Press <F10> again to verify the changes.

10.8.3 Delete an Existing Buyer

Buyer codes can be assigned to specific commodities using the Commodity Table Maintenance screen (PCHL5100). Buyer codes can also be assigned to documents when they are created. When a buyer code is assigned, the documents will be shown on the Buyer Workload screen (PCHL2470).

Because of the possible relationship between buyer codes and commodity codes/documents, a buyer code should be re-assigned to a new buyer, not deleted (see Section 10.8.2 Change a Buyer Code). If a buyer code is deleted, documents containing the deleted buyer code cannot be processed.

10.8.4 Associate a Buyer With a Commodity

Associate a buyer with a specific commodity only when you want all purchases of that commodity to be assigned to the same buyer.

Access the Buyer Code Table Maintenance screen (PCHL5700) by pressing <F5> from the Main Menu (PCHL0000) and <F7> from the Table Maintenance Menu (PCHL5000).

Enter the Commodity ID of the commodity that you want to assign to a buyer. Press <ENTER> to retrieve the existing data.

Enter the appropriate Buyer ID in the Buyer field. This is the first field in third column, lower portion of the screen.

Press <F10> to save the association. Press <F10> again to verify the association.

10.9 MATCHING RULES TABLE MAINTENANCE

The Accounts Payable function of ADPICS prepares Voucher Payable documents so that payment can be made for goods or services received. To do this, ADPICS requires two or three pieces of information depending on match type assigned to the Purchase Order. These documents are:

- Purchase Order/Contract for goods or services ordered
- Receiving Report for goods received
- Vendor Invoice for goods or services billed

This matching process must be accomplished before a payment can be made to the vendor. To complete this matching process, ADPICS compares and matches either the invoice (2-way match), or the invoice and receiving report (3-way match) against the purchase order.

The time lag between completion of the matching process and creation of the voucher can cause the State to lose potential discounts for payment within terms. Efficient, timely matching allows the State to schedule payment dates and keep funds invested as long as possible, while still taking advantage of any discounts.

The major objective of the ADPICS Accounts Payable Subsystem is to provide automated matching of the items needed to create a voucher and to perform the analysis of due dates and discounts that would prevent the loss of dollars through discounts not taken and early payments made.

10.9.1 Document Matching

ADPICS can automatically generate vouchers when document matching criteria are met. The State defines the document matching criteria on the Matching Rules Table Maintenance screen (PCHL1310). See Section 10.9 Matching Rules Table Maintenance.

In order to match the Accounts Payable documents to generate vouchers, matching criteria is established by the DMB Office of Financial Management/Office of Purchasing.

Understanding the process and the matching rules used will benefit those who enter data into ADPICS.

Matching rules are defined to match no, two or three documents:

- Three-way matching will require a purchase order, an invoice, and a receiver. This will generally be used for goods received.
- Two-way matching will require a purchase order and an invoice. This will generally be used for services received.
- No matching of documents is required to pay an invoice by direct voucher. This is used when there is no associated purchase order (for example, a utility bill or manual warrant).

Each of these defined matches may be set with or without tolerances for the differences between the document dollar amounts. Tolerances are set in the following format:

Not to exceed a specific percent, and
Not to exceed a specific dollar amount, or
To pay if under a specific dollar amount

10.9.2 Match Types and Their Tolerance Levels

Match types are defined by the State on the Matching Rules Table Maintenance screen (PCHL1310). See Section 10.9 Matching Rules Table Maintenance for complete instructions. This table is centrally maintained by DMB MAIN.

- Match types are designated with two-character codes
- Matching rules may be set by document or by line item
- Tolerance levels may be by percentage or dollars

The match type code is entered on the purchase order and carried over to the invoice and voucher when the PO number is entered, and the document is saved.

When the matching level is by document, all of the line items on the document must be received and/or invoiced, in order for the voucher to be generated.

When the matching level is by line item, only the line item must be received and/or invoiced, in order for the voucher to be generated.

Match Type Tolerance Levels

The dollar amount to be vouchered equals the minimum of Purchase Order, Receiving Report, or Invoice quantity, times Invoice unit cost

Tolerance Not to Exceed Tolerance Percent – The percent difference between the Purchase Order dollar amount and the dollar amount to be vouchered must not be greater than the tolerance percent.

Tolerance Not to Exceed Tolerance Amount – The difference between the Purchase Order dollar amount and the amount to be vouchered must not be greater than the amount listed in this field. Any amount greater than this will not allow a voucher to be automatically generated unless this amount is less than the tolerance pay if under amount.

Tolerance Pay if under – ADPICS will generate a voucher when the tolerance is less than or equal to the tolerance pay if under amount, even when the first two conditions have been exceeded.

ADPICS Tolerance Check Procedures

Both the first and second condition must be met, or the third condition must be met for the voucher to be automatically generated.

ADPICS first checks the Percent tolerance. When the Percent tolerance is not exceeded, ADPICS proceeds to check the dollar Amount tolerance. When the dollar Amount tolerance is not exceeded, ADPICS generates a voucher.

Tolerance levels were not exceeded in the first two conditions (linked by “and”). When the total dollar amount to be vouchered exceeds the purchase order dollar amount by more than the entered tolerance Percent, the tolerance percent is exceeded. Therefore, one of the first two conditions was not met (both must be met).

The Pay if Under check will then be performed. When the Percent tolerance is not exceeded, but the difference between the dollar amount to be vouchered and the purchase order dollar amount is greater than the tolerance dollar Amount, one of the first two conditions was not met. If one, or the other is not met, the third condition is checked.

The Pay if Under check will then be performed. Even when the first two conditions are not met, if the difference between the purchase order dollar amount and the amount to be vouchered is equal to, or less than the Pay if Under dollar amount, ADPICS will generate a voucher, because the third condition was met.

If the third condition is not met, a voucher will not be generated.

Example

The purchase order has a Match Type of CC (3-way by document), and a total amount of \$1500. Tolerances for CC are:

Not to exceed	5%, and
Not to exceed	\$100, or
To pay if under	\$10

- If the invoice is posted for \$1550, the invoice total exceeds the PO total by 3.3% and \$50. The percentage tolerance has not been exceeded, so ADPICS checks the dollar amount. The dollar amount has not been exceeded, so a voucher will be generated by ADPICS.
- If the invoice is posted for \$1600, the invoice total exceeds the PO total by 6.7% and \$100. The acceptable percentage tolerance has been exceeded, so ADPICS does not check the dollar amount (one of the first two conditions was not met). Instead, it checks the Pay if

Under dollar amount. The dollar amount of the excess is \$100, which is more than the Pay if Under amount, so a voucher is not generated.

Had the above purchase order been written with a Match Type of DC (10%, \$1000, \$100), the invoice that was posted for \$1600 would have generated a voucher because the percent tolerance (10%) and the dollar amount (second condition) would not have been exceeded.

10.9.3 Establish a New Matching Rule

Access the Matching Rules Table Maintenance screen (PCHL1310) by pressing <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000), and <F1> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Enter the following:

Matching Type	Two character code established for the new matching rule, and up to a 40 character title to describe the new match type
Matching Level	D = Document Level Match L = Line Level Match
Auto Gen Voucher	An 'Y' if a voucher will automatically be generated with a successful match; or an 'N' if a voucher will not be generated
Invoice Required	An 'Y' to require an invoice for the matching process (3-way match); or an 'N' if an invoice is not required (2-way match)
Tolerance	Enter a percent tolerance, dollar amount upper limit, and a 'Pay if Under' dollar amount, as defined for the new match type

Then press <F10> to save the new match type.

10.9.4 Change an Existing Matching Rule

Access the Matching Rules Table Maintenance screen (PCHL1310) by pressing <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000), and <F1> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Enter the Match Type code that you want to change. Press <ENTER> to retrieve the existing record.

Change the necessary data by overtyping. Clear the end of the field where necessary. See Section 10.9.3 Establish a New Matching Rule, for data field descriptions.

Press <F10> to save the changes. Press <F10> to verify the changes.

NOTE: Changing a match type will not affect existing orders.

10.9.5 Delete an Existing Matching Rule

Access the Matching Rules Table Maintenance screen (PCHL1310) by pressing <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000), and <F1> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Enter the Match Type code that you want to delete. Press <ENTER> to retrieve the existing record.

Press <F3> to delete the match type. Press <F3> again, to verify the deletion.

NOTE: An unposted purchase order that was created prior to the deletion of a match type will successfully post. An invoice and/or receiving report will post after the deletion of the match type, but a voucher will not be generated. In order to generate a voucher, the match type must be changed on the purchase order through change order processing. A voucher can then be generated through exception processing.

10.10 HOLIDAY TABLE MAINTENANCE

The Holiday Table indicates the days that a nightly batch will not be run. This is used when batch transactions exist in ADPICS.

To enter holidays for a new year, you can either delete the Holiday Table and create a new Holiday Table, or change the existing Holiday Table.

10.10.1 Establish a New Holiday Table

Access the Holiday Table Maintenance screen (PCHL1320) by pressing <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000), and <F2> from the Accounts Payable Table Maintenance Menu (PCHL1300).

The cursor will be in the first date field (1). Enter the first holiday date (see Section 2.7.10 Date Entry Feature). For example, 01/01/97 is New Years Day.

The cursor will transfer to the next date field if you enter the date in the DD/MM/YYYY format. If you enter the date in a shortened format, <TAB> to the next date field.

Enter the next holiday date. Repeat for each additional holiday date. Up to 20 dates can be entered.

Press <F10> to save the Holiday Table.

10.10.2 Add/Delete/Change Holidays

Access the Holiday Table Maintenance screen (PCHL1320) by pressing <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000), and <F2> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Do one or more of the following:

- Add a new date in the next available date field (repeat for each new date)
- Change an existing date to a new date by overtyping (repeat for each date change)
- Delete a date by clearing the date field (repeat for each date to be deleted)

Then press <F10> to save the modifications. Press <F10> again to confirm the changes.

10.10.2 Delete the Entire Holiday Table

Access the Holiday Table Maintenance screen (PCHL1320) by pressing <F1> from the Main Menu (PCHL0000), <F6> from the Accounts Payable Menu (PCHL1000), and <F2> from the Accounts Payable Table Maintenance Menu (PCHL1300).

Press <F3> to delete the table. Press <F3> again, to confirm the deletion.

10.11 INTERFACE TYPE TABLE MAINTENANCE

Interface types are used to define the appropriate financial transactions in R★STARS. The definition includes the R★STARS Transaction Code(s) that is/are inferred (looked up) in R★STARS when the Interface Type is used in ADPICS. The Transaction Codes infer the Comptroller General Ledger Accounts impacted. The general ledger accounting transactions are automatically posted at the time the Status of the ADPICS document becomes 'POST.' General ledger accounts are posted in pairs, one debit and one credit, for the same amount (the transaction amount) in R★STARS to insure that debits equal credits.

New Interface Types will be defined by DMB Office of Financial Management prior to system entry. This table is maintained centrally by DMB MAIN.

10.11.1 Add a New Interface Type

Access the Interface Type Table Maintenance screen (PCHL5650) by pressing <F5> from the Main Menu (PCHL0000) and <F8> from the Table Maintenance Menu (PCHL5000).

Enter the following:

Interface Type	Two character interface type
Description	Up to 50 character interface type description
Financial Codes	From one to five financial codes, to identify the transaction codes to be generated by the interface type
Security Class	From one to five security classes. This identifies security class levels authorized to use the interface type. When no security is required, leave the fields blank. Security classes are in the User's Security record.

Then press <F10> to save the new interface type.

10.11.2 Change an Interface Type Record

Access the Interface Type Table Maintenance screen (PCHL5650) by pressing <F5> from the Main Menu (PCHL0000) and <F8> from the Table Maintenance Menu (PCHL5000).

Enter the Interface Type that you want to change. Press <ENTER> to retrieve the existing data.

Change the necessary information by overtyping.

Press <F10> to save the changes. Press <F10> again, to verify the changes.

NOTE: Changing an interface type will not affect posted documents. When a document is posted, the inferred financial transaction will be based on the interface type definition at the time of posting.

10.11.3 Delete an Interface Type Record

Access the Interface Type Table Maintenance screen (PCHL5650) by pressing <F5> from the Main Menu (PCHL0000) and <F8> from the Table Maintenance Menu (PCHL5000).

Enter the Interface Type that you want to delete, and press <ENTER> to retrieve the existing data.

Press <F3> to delete the interface type, and press <F3> again, to confirm the deletion.

NOTE: Deleting an interface type will not affect posted documents. Unposted documents will receive a posting error when posting. The interface type must be changed to a valid interface type, in order to successfully post the document.

10.12 COUNTRY CODE TABLE MAINTENANCE

Country codes will be State defined before system entry. This table is maintained centrally by DMB MAIN.

10.12.1 Add/Change a Country Code

Access the Country Code Table Maintenance screen (PCHL5875) by pressing <F5> from the Main Menu (PCHL0000), <F11> from the Table Maintenance Menu (PCHL5000), and <F2> from the Secondary Table Maintenance Menu (PCHL2402).

Enter the following:

Country Code	Three digit country code
Country Name	Up to 40 characters for the name of the country
Print Switch	'N' (not used in Michigan)
Currency Label	Up to 15 characters for description of the country specific currency (i.e., dollar, franc)
Currency Format	Select the correct currency format from the choices displayed on the screen by entering the associated code

Then press <F10> to save the addition. Press <F10> again to verify a change.

10.12.2 Delete a Country Code

Access the Country Code Table Maintenance screen (PCHL5875) by pressing <F5> from the Main Menu (PCHL0000), <F11> from the Table Maintenance Menu (PCHL5000), and <F2> from the Secondary Table Maintenance Menu (PCHL2402).

Enter the Country Code for the country you want to delete. Press <ENTER> to retrieve the existing record. Or press <F5> Next, until you locate the appropriate Country code.

Press <F3> to delete the record. Press <F3> again, to verify the deletion.

NOTE: Deleting a country code will not affect existing documents.

10.13 DEPARTMENT TABLE MAINTENANCE

10.13.1 Add Departments

Access the Department Table Maintenance screen (PCHL5970) by pressing <F5> from the Main Menu (PCHL0000), and <F4> from the Table Maintenance Menu (PCHL5000). This table is maintained by the FACS Agency, by users with appropriate security.

Enter the following:

Department	MAIN FACS Department number (ADPICS Department). This is up to an eight-character number with the first three digits the MAIN FACS agency number.
Department Name	Enter up to a 40 character department name in the unlabeled field to the right of the Department field.
Address	Up to three lines of 40 characters each, for address specifics
Street	Street portion of the department's mailing address
City	City name associated with the department's address
St	The state code, which must exist in Miscellaneous Table 84 (PCHL5750)
Zip	Five digit postal zip code is required, four digit postal route code is optional
Ctry	The country code, which must exist in the Country Code Table (PCHL5875)
Contact Name	The department's contact person's name. This will appear on a requisitions, purchase orders and direct purchase orders.
Contact Phone	The contact person's area code and telephone number
Ext	The contact person's four digit telephone extension, if they have one
Contact Fax	The contact person's Fax area code and Fax number, if they have one

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Data Entry Guide

Table Maintenance

OIT Code	Leave blank (for Federal users only)
Req Addr Code	Leave blank (for Federal users only)
Req Group ID	The requisition group ID (MAIN FACS Agency). This must be entered in order for the document numbering to work. The ID entered must also exist in the Department Table (PCHL5970). For example, if you are in Dept. 472111, the Req Group ID would be 472.
POC Group ID	The purchase order group ID (MAIN FACS Agency). This must be entered in order for the document numbering to work. The ID entered must also exist in the Department Table (PCHL5970). For example, if you are in Dept. 472111, the POC Group ID would be 472.

The remaining data fields are optional. Enter the two digit Document Type for each document listed (must exist in Miscellaneous Table 64, PCHL5750). When users create documents for this department, the Document Type will default based on these entries. Leave blank if the department cannot create the document listed.

Press <F10> to save the new department record.

10.13.2 Change Existing Department Data

Access the Department Table Maintenance screen (PCHL5970) by pressing <F5> from the Main Menu (PCHL0000), and <F4> from the Table Maintenance Menu (PCHL5000).

Enter the Department ID for the department that you want to change. Press <ENTER> to access the existing record.

Change the necessary data by entering new data, overtyping existing data and/or clearing the end of the data field (see Section 10.13.1 for data field definitions).

Press <F10> to save the changes. Press <F10> again, to confirm the changes.

10.13.3 Delete Departments

It is not recommended that departments be deleted. You should discontinue the use of the department.

Access the Department Table Maintenance screen (PCHL5970) by pressing <F5> from the Main Menu (PCHL0000), and <F4> from the Table Maintenance Menu (PCHL5000).

Enter the Department ID for the department you want to delete. Press <ENTER> to access the existing record.

Press <F3> to delete the record. Press <F3> again, to verify the deletion.

NOTE: If you delete a department which has associated documents, you will receive an error message and you will be unable to continue the process. Departments cannot be changed on documents once they are saved. Therefore, an Advice of Change cannot be done to change the department to one which has not been deleted.

10.14 DOCUMENT NUMBERING TABLE MAINTENANCE

10.14.1 Add Document Numbering

Access the Document Numbering Table Maintenance screen (PCHL5975) by pressing <F5> from the Main Menu (PCHL0000) and <F3> from the Table Maintenance Menu (PCHL5000).

Enter the following:

Fiscal Year	Four digit Fiscal Year
Department	MAIN FACS Department ID for the document numbering scheme being entered
Document	Two character Document indicator code for the document numbering scheme being entered. For document indicator codes, press <F2> Select for Table Lookup. This must exist in Miscellaneous Table 63 (PCHL5750).
Doc Generation	'A' if you have automatic document numbering. 'M' if you use manual document numbering (i.e. Emergency Purchase Order).
Prefix Length	5 (all document numbers in Michigan will contain a five character prefix)
Number Length	06 (all number lengths in Michigan will be six characters)
Doc Numbering Scheme:	
PFX	The five character prefix. This is the three digit FACS Agency Code, followed by the State defined one character document identifier, and the last digit of the fiscal year.
Number From	The first six digit, sequential number, to be automatically generated, based on the FACS Agency Code/document/fiscal year combination (usually 000000)
To	The last six digit, sequential number, to be automatically generated, based on the FACS Agency Code/document/fiscal year combination (usually 999999)

Last No

Leave blank, the last document number generated, will be system retrieved

Press <F10> to save the document numbering record.

10.14.2 Change Document Numbering

Once the document numbering has been established for the fiscal year, and it has been used, it is not recommended that a change is made. If the document numbering is changed, documents will not be numbered consistently within an ADPICS department, and/or between departments. It may be more difficult for users to locate their documents when the document numbering is inconsistent.

Access the Document Numbering Table Maintenance screen (PCHL5975) by pressing <F5> from the Main Menu (PCHL0000) and <F3> from the Table Maintenance Menu (PCHL5000).

Enter the appropriate Fiscal Year, Department and Document type for the document numbering scheme you want to change. Press <ENTER> to access the existing record.

Change (overtyping) the necessary data (see Section 10.14.1 for data field definitions, and Section 2.6 Document Numbering for the State's numbering scheme).

Then press <F10> to save the changes. Press <F10> again to verify the changes.

10.14.3 Delete Document Numbering

Access the Document Numbering Table Maintenance screen (PCHL5975) by pressing <F5> from the Main Menu (PCHL0000) and <F3> from the Table Maintenance Menu (PCHL5000).

Enter the appropriate Fiscal Year, Department and two-character Document code for the document numbering scheme you want to delete. Press <ENTER> to access the existing record.

Press <F3> to delete the record. Press <F3> again to verify the deletion.

NOTE: Future documents cannot be created for any fiscal year/department/document combinations that have been deleted from the document numbering table. Deleting a document's numbering scheme will have no impact on existing documents, because their document numbers have already been generated. Changing a document after the associated document numbering scheme has been deleted, will not have an impact, because there are no additional edits on the Document Numbering Table (PCHL5975) once the document number has been generated.

10.15 TRAVELER MASTER TABLE MAINTENANCE

10.15.1 Add a Traveler Master and Mail Code

NOTE: The vendor file is maintained by vendors/payees on the Contract and Payment Express Web site. It is also controlled centrally by DMB Office of Financial Management. Vendors can register via the Contract and Payment Express Web site if they are not currently in the vendor file. To check whether or not a vendor is currently in the vendor file, access the Vendor Table Inquiry screen (PCHL5200). ~~registration forms are available through their office.~~ Travelers (e.g., employees, contractors) must be established in the FACS Vendor Tablefile before they can be added to the Traveler Master Table (contact the DMB Office of Financial Management for assistance if necessary see Section 10.2 Vendor Table Maintenance).

Access the Traveler Master Table Maintenance screen (PCHL1620), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F1> from the Travel Menu (PCHL1601).

Enter the Vendor (Traveler) ID:

- Enter a '3' and then enter the Social Security Number (SSN)

Press <ENTER> and proceed with item 1 or 2 below.

1. If the Traveler exists in the Vendor Table Inquiry file-screen (PCHL5200), the system will display the _____Traveler's name. If the name is correct, follow the data entry instructions in step 3.
2. If the Traveler does not exist in the Vendor Table Inquiry screenfile (PCHL5200), the system will display the _____message "TITLE NOT ON FILE." You should contact the vendor/payee DMB-OFM to arrange for entry via the Contract and Payment Express Web site. If the vendor/payee is not able to complete their Web registration, they should be instructed to contact DMB-OFM for assistance. ~~After the Traveler is entered in the FACS Vendor Tablefile, (if they have completed a successful registration via the vendor Web application, they should exist in the Vendor Table Inquiry screen (PCHL5200))~~ proceed as in step 1 above.
3. Enter the following data necessary for this Traveler Master record (press <F2> to access the Table Lookup for any table field in which you do not know the appropriate valid value):

Mail Code

Enter the three-digit vendor mail code. This must exist in the Vendor Address Table (PCHL5220)

Vendor Name	The system retrieves the traveler's name, based on the Vendor ID entered
Department	Enter the traveler's department ID, which must exist in the Department Table (PCHL5970)
Department Name	The system retrieves the department name, based on the department ID entered
From Location	Enter the location code associated with the employee's primary worksite (e.g., LAN - Lansing). The location code must exist in the Travel Location Table (PCHL1640).
From Location Description	The system retrieves the from location description, based on the from location code entered
Workstation	Enter a ten-character permanent workstation for the traveler, if there is one
Work Phone	Enter the area code and phone number for the traveler
Seasonal	Defaults to 'N.' Change to 'Y' if the traveler is a seasonal State employee
Active	Enter a 'Y' if the traveler is active, or an 'N' if the traveler is not active
Per Diem Ind	Enter a 'Y' if the employee is eligible for per-diem reimbursement, or an 'N' if the employee is not eligible for per-diem reimbursement
Override Ind	Enter a 'Y' if the travel rates and mileage allowances input on a travel voucher can be overridden for a particular employee. Enter an 'N' if the rates and mileage cannot be overridden.
Credit Card Ind	Defaults to 'N.' Change to 'Y' if the traveler has a State issued credit card.
Union	If the traveler is subject to travel regulations prescribed by a union contract or collective bargaining agreement, enter the union membership code.
Description	Enter up to a 40-character description, for additional traveler information
Days to Move	Enter the number of grace period days (usually in 60 day increments, as allowed by Civil Service) for the traveler to move. This optional field is for informational purposes only.
House Hunting	Enter an 'X' for up to three house hunting trips allowed when a traveler is scheduled to move. This optional field is for informational purposes only.

Blanket Out of State	Defaults to 'N' (no) to indicate the traveler does not have standing approval for out-of-state travel. Enter 'Y' (yes) to indicate the traveler has authorization for out-of-state travel.
Restrictions	Enter the travel restriction description, if there are restrictions
Assigned Date	Enter the date when the traveler's temporary workstation assignment begins, if there is a temporary workstation
Temp Wrkstatn	Enter a ten-character temporary workstation for the traveler, if there is one
Deduct	Enter the daily mileage deduction to be subtracted from the temporary daily mileage when the traveler meets the maximum temporary workstation travel days (e.g., deduct 10 miles, deduct 20 miles). This optional field is for informational purposes only.
Audit Date	Enter the audit date of the traveler's travel information (e.g., date the traveler will meet the maximum temporary workstation travel days). This optional field is for informational purposes only.
Days at TWS	Enter the number of days at the temporary workstation, if there is a temporary workstation
Daily Mileage Est	Enter the number of miles established for the temporary workstation, if there is one
Travel Type	Enter a one-character travel type indicator. Travel types are 'O' for Office, '1' for Schedule 1, and '2' for Schedule 2. This optional field is for informational purposes only.
Start Date	Enter the date the traveler record becomes effective
Expiration Date	Enter the date when the traveler record expires
Accounting Information	Enter at least one line representing the account coding that will default on travel vouchers for this traveler (see 9.8 Account Distribution Block). Four additional accounting lines are optional.

10.15.2 Delete a Traveler Master/Mail Code

Access the Traveler Master Table Maintenance screen (PCHL1620) by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F1> from the Travel Menu (PCHL1601).

Enter the Vendor ID and Mail Code of the Traveler Master to be deleted, and press <ENTER> to retrieve the existing record.

Press <F3> to delete the Traveler Master, and press <F3> again to verify the deletion of the Traveler Master/Mail Code combination.

NOTE: This deletes the Traveler Master and the record will no longer be available for processing.

10.15.3 Change a Traveler Master

Access the Traveler Master Table Maintenance screen (PCHL1620) by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F1> from the Travel Menu (PCHL1601).

Enter the Vendor ID and Mail Code for the record to be changed. Press <ENTER> to retrieve the existing record. If the mail code is unknown, press <F2> Select after entering the Vendor ID, to select and return the mail code to be changed.

Enter the new data, clearing any remaining data in the changed data fields. Press <F10> to save the changed data. Press <F10> again to verify the changes.

NOTE: If you can't change something you are trying to change, the message line at the bottom of the screen will prompt you.

10.16 TRAVEL RATE TABLE MAINTENANCE

10.16.1 Add a Travel Rate

NOTE: The Travel Rate Table is maintained at the Statewide (*****) level. Statewide travel rate codes are maintained by Vehicle and Travel Services (VTS). For the addition of statewide travel rate codes, contact VTS.

Access the Travel Rate Table Maintenance screen (PCHL1630), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F2> from the Travel Menu (PCHL1601).

Enter the following data necessary for this Travel Rate record:

Department	Enter the department ID associated with the travel rate being entered. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations.
Department Name	The system retrieves the department name, based on the department ID entered
Rate Code	Enter the rate code, which is used to identify all valid travel rates (e.g., BOIS, LGIS)
Rate Desc	Enter up to a 40-character rate description which is used to describe the travel rate code (e.g., BOIS – Breakfast in-state, LGIS - Lodging in-state)
Start Date	Enter the date when the travel rate becomes effective
Expiration Date	Enter the date when the travel rate expires
Rate Amount	Enter the per unit dollar amount associated with the travel rate code entered
Comptroller Object	Enter the Comptroller Object to be associated with the rate code, which must exist in the R★STARS D10 Comptroller Object Profile
Comptroller Object Description	The system retrieves the comptroller object description, based on the comptroller object entered

**Fed Allowable
Rate**

Enter the Federal allowable rate amount. If anything other than '00' is desired after the decimal, enter the decimal and up to four digits after the decimal.

**Fed Tax
Category**

Enter a one-digit Federal Tax category indicator code. This code indicates whether the reimbursement is subject to withholding for federal income, social security, and medicare taxes, and the method used to calculate withholding. This must exist in Miscellaneous Table 'TC' (PCHL5750). (Required)

Valid values are:

- 1 = Mileage Allowance - Subject to Withholding on Amount Exceeding Rate. Used for mileage allowances paid to employees. Amounts in excess of the federal allowable rate will be subject to federal income and, if applicable, social security and medicare tax withholding.
- 2 = Mileage Allowance - Not Subject to Withholding. Used for mileage allowances paid to non-employees. Amounts are not subject to withholding. The Enhanced Travel A module is not being used to reimburse non-employee travel at this time.
- 3 = MIE Allowance - In State: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.
- 4 = Other Allowance/Actual - Not Subject to Withholding. Used for allowances other than mileage, meals, and incidental expenses paid to employees and allowances other than mileage paid to non-employees. Also, used for actual expense reimbursements. Amounts are not subject to withholding.
- 5 = Non-qualified Reimbursement - Subject to Withholding on Entire Amount. Used for expense reimbursements that are not deductible business expenses (e.g., commuting expenses, meals without overnight stay, etc.). Entire amount is subject to federal income and, if applicable, social security and medicare tax withholding.
- 6 = MIE Allowance - Out of State: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees when traveling out of state. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.

7 = MIE Allowance - High Cost City: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees when traveling in a high cost city. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.

8 = MIE Allowance - Group Meeting: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees when attending a group meeting. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.

Depart Time Enter the four-digit departure time, for the beginning of the time period during which the entered travel rate is allowed. Enter AM or PM.

Return Time Enter the four-digit return time, for the end of the time period during which the entered travel rate is allowed. Enter AM or PM.

10.16.2 Delete a Travel Rate

Access the Travel Rate Table Maintenance screen (PCHL1630), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F2> from the Travel Menu (PCHL1601).

Enter the Department ID, Rate Code, Start Date, and Expiration Date of the Travel Rate to be deleted, and press <ENTER> to retrieve the existing record.

If you don't know the Start Date or Expiration Date, press <F5> Next after entering the Department ID and Rate Code. The system will retrieve the record with the earliest Start Date. You can then press <F5> to scroll through the records to locate the date range to be deleted.

Press <F3> to delete the Travel Rate, and press <F3> again to verify the deletion of the Travel Rate.

NOTE: This deletes the Travel Rate and the record will no longer be available for processing.

10.16.3 Change a Travel Rate

Access the Travel Rate Table Maintenance screen (PCHL1630), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F2> from the Travel Menu (PCHL1601).

Enter the Department ID, Rate Code, Start Date, and Expiration Date for the amount to be changed. Press <ENTER> to retrieve the existing record. Enter the new amount or other elements, clearing any remaining data in the changed data fields. Press <F10> to save the changed data. Press <F10> again to verify the changes.

If you don't know the Start Date or Expiration Date, press <F5> Next after entering the Department ID and Rate Code. The system will retrieve the record with the earliest Start Date. You can then press <F5> to scroll through the records to locate the date range to be deleted.

NOTE: If you can't change something you are trying to change, the message line at the bottom of the screen will prompt you.

10.17 TRAVEL LOCATION TABLE MAINTENANCE

10.17.1 Add a Travel Location

NOTE: The Travel Location Table can be maintained at the Statewide (*****) and Agency (472****) levels. Statewide travel locations are maintained by DMB Vehicle Travel Services. Agencies can only maintain codes for their agency. For the addition of Statewide or agency travel locations, contact DMB Vehicle Travel Services.

Access the Travel Location Table Maintenance screen (PCHL1640), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F3> from the Travel Menu (PCHL1601).

Enter the following data necessary for this Travel Location record:

Department	Enter the department ID associated with the travel rate being entered. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations.
Department Name	The system retrieves the department name, based on the department ID entered.
Location Code	Enter the travel location code, which uniquely identifies a specific travel location (e.g., LAN = Lansing, DET = Detroit, HOU = Houghton).
Location Desc	Enter up to a 40-character standard location description, which describes the travel location for the entered location code (e.g., Lansing, MI; Detroit, MI; Houghton, MI). The city and state must be entered for non-foreign locations.
Fed MIE Rate	Enter up to a seven-digit Federal meal and incidental expense (MIE) daily allowance rate for the entered location. If the user wants anything other than '00' after the decimal, the user must enter the decimal and up to four digits following the decimal.

10.17.2 Delete a Travel Location

Access the Travel Location Table Maintenance screen (PCHL1640), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F3> from the Travel Menu (PCHL1601).

Enter the Department ID and Location Code of the Travel Location to be deleted, and press <ENTER> to retrieve the existing record.

Press <F3> to delete the Travel Location, and press <F3> again to verify the deletion of the Travel Location.

NOTE: This deletes the Travel Location and the record will no longer be available for processing.

10.17.3 Change a Travel Location

NOTE: Only the Location Description and Federal MIE Rate can be changed. If any other information must be changed, you must delete the old record (see 10.17.2 Delete a Travel Location) and add a new record (see 10.17.1 Add a Travel Location).

To change the description or rate, access the Travel Location Table Maintenance screen (PCHL1640), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F3> from the Travel Menu (PCHL1601).

Enter the Department ID and Location Code for the location to be changed. Press <ENTER> to retrieve the existing record. Enter the new Location Description and/or Federal MIE Rate, clearing any remaining data in the changed data field(s). Press <F10> to save the changed data. Press <F10> again to verify the change(s).

10.18 TRAVEL POINT TO POINT MILEAGE TABLE MAINTENANCE

10.18.1 Add a Travel Point to Point Mileage

NOTE: The Travel Point to Point Mileage Table can be maintained at the Statewide (*****) and Agency (472*****) levels. Statewide and Agency travel point to point mileages are maintained by DMB Vehicle Travel Services. Agencies can request point to point mileages for their agency. For the addition of Statewide and Agency travel point to point mileages, contact the DMB Vehicle Travel Services.

Access the Travel Point to Point Mileage Table Maintenance screen (PCHL1645), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F4> from the Travel Menu (PCHL1601).

Enter the following data necessary for this Travel Point to Point Mileage record:

Department	Enter the department ID associated with the travel rate being entered. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations.
Department Name	The system retrieves the department name, based on the department ID entered
From Location Code	Enter the location code for the “from” travel location (e.g., LAN - Lansing, DET - Detroit). This must exist in the Travel Location Table (PCHL1640).
From Location Description	The from location description defaults, based on the location code entered in the From Location Code field
To Location Code	Enter the location code for the “to” travel location (e.g., LAN - Lansing, DET - Detroit). This must exist in the Travel Location Table (PCHL1640)
To Location Description	The to location description defaults, based on the location code entered in the To Location Code field
Total Miles	Enter the point-to-point mileage between the “from” and “to” locations
Proximity Code	Enter the proximity code identifying whether the travel is in state, out of state, or out of country. This must exist in Miscellaneous Tables ‘PC’ (PCHL5750).

Proximity Code Description The system retrieves the proximity code description, based on the proximity code entered

10.18.2 Delete a Travel Point to Point Mileage

Access the Travel Point to Point Mileage Table Maintenance screen (PCHL1645), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F4> from the Travel Menu (PCHL1601).

Enter the Department ID, From Location Code, and To Location Code of the Travel Point to Point Mileage to be deleted, and press <ENTER> to retrieve the existing record.

Press <F3> to delete the Travel Point to Point Mileage, and press <F3> again to verify the deletion of the Travel Point to Point Mileage.

NOTE: This deletes the Travel Point to Point Mileage and the record will no longer be available for processing.

10.18.3 Change a Travel Point to Point Mileage

Access the Travel Point to Point Mileage Table Maintenance screen (PCHL1645), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F4> from the Travel Menu (PCHL1601).

Enter the Department ID, From Location Code, and To Location Code of the Travel Point to Point Mileage to be changed, and press <ENTER> to retrieve the existing record.

Enter the new mileage and/or proximity code, clearing any remaining data in the changed data field(s). Press <F10> to save the changed data. Press <F10> again to verify the change(s).

NOTE: If you can't change something you are trying to change, the message line at the bottom of the screen will prompt you.

10.19 TRAVEL PURPOSE TABLE MAINTENANCE

10.19.1 Add a Travel Purpose

NOTE: The Travel Purpose Table can be maintained at the Statewide (*****) and Agency (472****) levels. Statewide travel purposes are maintained by DMB Vehicle Travel Services.

Access the Travel Purpose Table Maintenance screen (PCHL1650), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F5> from the Travel Menu (PCHL1601).

Enter the following data necessary for this Travel Location record:

Department	Enter the department ID associated with the travel rate being entered. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations.
Department Name	The system retrieves the department name, based on the department ID entered.
Purpose Code	Enter the travel purpose code to identify the purpose of travel (e.g., VTS001 = Training/Conferences/Seminars).
Purpose Desc	Enter up to a 50-character travel purpose description to describe the reason for or the objective of the travel (e.g., conference, meeting, seminar).

10.19.2 Delete a Travel Purpose

Access the Travel Purpose Table Maintenance screen (PCHL1650), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F5> from the Travel Menu (PCHL1601).

Enter the Department ID and Purpose Code to be deleted, and press <ENTER> to retrieve the existing record.

Press <F3> to delete the Travel Purpose, and press <F3> again to verify the deletion of the Travel Purpose.

NOTE: This deletes the Travel Purpose and the record will no longer be available for processing.

10.19.3 Change a Travel Purpose

NOTE: Only the purpose description can be changed. If any other information must be changed, you must delete the old record (see 10.19.2 Delete a Travel Purpose) and add a new record (see 10.19.1 Add a Travel Purpose).

To change the purpose description, access the Travel Purpose Table Maintenance screen (PCHL1650), by pressing <F1> from the Main Menu (PCHL0000), <F10> from the Accounts Payable Menu (PCHL1000), and <F5> from the Travel Menu (PCHL1601).

Enter the Department ID and Purpose Code of the Travel Purpose to be changed, and press <ENTER> to retrieve the existing record.

<TAB> to the purpose description field and enter the new purpose description, clearing any remaining data in the changed data field. Press <F10> to save the changed data. Press <F10> again to verify the change.

10.20 UNION/NERE CODE TABLE MAINTENANCE

10.20.1 Add a Union/Nere Code

NOTE: The Union/Nere Code Table is maintained centrally by the Department of Civil Service (DCS). To request a new code or change an existing code, contact DCS.

Access the Union/Nere Code Selection screen (PCHL5760) by pressing <F2> from the MAIN Menu (PCHL0000), <F9> from the Procurement Transactions Menu (PCHL2000), and <F4> from the Secondary CS138 Menu (PCHL2005).

Enter the following:

Union/Nere Code	Up to two character Union/Nere Code (left-justified).
Description	Up to 50 characters for the name of the Union/Nere organization.

Then press <F10> to save the Union/Nere Code record.

10.20.2 Delete a Union/Nere Code

Access the Union/Nere Code Selection screen (PCHL5760) by pressing <F2> from the Main menu (PCHL0000), <F9> from the Procurement Transactions Menu (PCHL2000), and <F4> from the Secondary CS138 Menu (PCHL2005).

Enter the Union/Nere Code and press <ENTER> to retrieve the existing record.

Press <F3> Delete to delete the Union/Nere Code record, and press <F3> Delete again to verify the deletion of the Union/Nere Code record.

NOTE: This deletes the Union/Nere Code and the record will no longer be available for processing.

10.20.3 Change a Union/Nere Code

Access the Union/Nere Code Selection screen (PCHL5760) by pressing <F2> from the Main Menu (PCHL0000), <F9> from the Procurement Transactions Menu (PCHL2000), and <F4> from the Secondary CS138 Menu (PCHL2005).

Enter the Union/Nere Code that you want to change and press <ENTER> to retrieve the existing record. Then change the existing Description or add a new Union/Nere Code (see Section 10.26.1 Add a Union/Nere Code).

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Press <F10> to save the changes, then press <F10> again to verify the changes.

10.21 NON-JURISDICTIONAL COMMODITY CODE TABLE MAINTENANCE

10.21.1 Add a Non-Jurisdictional Commodity Code

NOTE: The Non-Jurisdictional Commodity Code Entry Table is maintained centrally by the Department of Civil Service (DCS).

Access the Non-Jurisdictional Commodity Code Entry screen (PCHL5770) by pressing <F2> from the Main Menu (PCHL0000), <F9> from the Procurement Transactions Menu (PCHL2000), and <F3> from the Secondary CS138 Menu (PCHL2005).

Enter the following:

Non-Jurisdictional Commodity ID	Up to an 11 character commodity ID. The commodity ID must exist in the Commodity Table Maintenance screen (PCHL5100). The system will not check if the commodity is suspended or marked for delete on the Commodity Table Maintenance screen (PCHL5100).
Description	The system retrieves the description, based on the Non-Jurisdictional Commodity ID.
Start Date	Up to an 8 character date from which the commodity is to be considered as non-jurisdictional.
End Date	Up to an 8 character date through which the commodity is considered as non-jurisdictional. If blank, no end date is assumed.

Then press <F10> to save the Non-Jurisdictional Commodity Code record.

10.21.2 Delete a Non-Jurisdictional Commodity Code

Access the Non-Jurisdictional Commodity Code Entry screen (PCHL5770) by pressing <F2> from the Main Menu (PCHL0000), <F9> from the Procurement Transactions Menu (PCHL2000), and <F3> from the Secondary CS138 Menu (PCHL2005).

Enter the Non-Jurisdictional Commodity Code and press <ENTER> to retrieve the existing record.

Press <F3> Delete to delete the Non-Jurisdictional Commodity Code record, and press <F3> Delete again to verify the deletion of the Non-Jurisdictional Commodity Code record.

NOTE: This deletes the Non-Jurisdictional Commodity Code and the record will no longer be available for processing.

10.21.3 Change a Non-Jurisdictional Commodity Code

Access the Non-Jurisdictional Commodity Code Entry screen (PCHL5770) by pressing <F2> from the Main Menu (PCHL0000), <F9> from the Procurement Transactions Menu (PCHL2000), and <F3> from the Secondary CS138 Menu (PCHL2005).

Enter the Non-Jurisdictional Commodity Code that you want to change and press <ENTER> to retrieve the existing record. Then change the existing Description, Start Date, End Date, or add a new Non-Jurisdictional Commodity Code (see Section 10.27.1 Add a Non-Jurisdictional Commodity Code).

Press <F10> to save the changes, then press <F10> again to verify the changes.

NOTE: Keep in mind that the commodity on a document will be considered non-jurisdictional if it is entered on this table and the effective date of the document falls between the Start Date and End Date (inclusive). The exception to this is the BPO. On a BPO, a commodity is considered non-jurisdictional if either the Effective Date or Expiration Date falls within the date range defined on the Non-Jurisdictional Commodity Code record. Therefore, before a change to either the Start and/or End Date of a non-jurisdictional commodity code record is completed, the potential effects of the change to existing procurement documents should be thoroughly evaluated.

The following sections of Chapter 10 will be forthcoming:

10.22 QUALIFIED PRODUCTS TABLE MAINTENANCE

10.23 WAREHOUSE LOCATION TABLE MAINTENANCE

10.24 WAREHOUSE TABLE MAINTENANCE

10.25 COMMODITY BY WAREHOUSE TABLE MAINTENANCE

10.26 WAREHOUSE BY COMMODITY TABLE MAINTENANCE

10.27 INVENTORY MASTER TABLE MAINTENANCE